

**Silver Lake Institute**  
**Board of Trustees Meeting – September 21, 2024**

**Present:** Colleen Christmann, Bob Cook, Julie Hoffner, Brad Huber, Tom Kraft, Jim Kwiatkowski, Aaron McConnell, Jeanne Owens, Bill Schaefer, Kris Schultz

**Absent:** Kevin Colburn, Jill Knitter

**Visitors:** Peter and Nancy Balcom, Craig Bateman, Pat Castiglia, Mark Maternowski, Peggy Phillips, Steve Re, Mary Sceusa, Joe Szwaczkowski

**Opening Prayer:** Tom Kraft

**Declaration of Quorum:** 10 of 12

**Visitor's Concerns:**

- Peggy Phillips was told by visiting arborist that her lakefront tree is dying of elm disease
- Peter Balcom has concerns about a will tree at the base of Monroe which need to be evaluated. Bob Murphy may need to be consulted.
- Pat Castiglia made board aware that the stop sign at Perry and Chapman blocked by tree; board believes the tree is owned by Castile

**Bookkeeper/Registrar:** Submitted by Craig Bateman

- Tree Permits:
  - Wright on Hamline - picked up a tree permit which has not yet been turned in; needs to be viewed once completed permit is received
  - Eric Jones on Genesee – permit received accompanied with a \$50 check; tree has been removed; board viewed photo and permit
  - Koerner on Monroe – dead flagged tree
    - Motion to approve to conditionally remove per inspection by  
Tom Kraft: Bill Schaefer / Second: Kris Schultz / All in favor***
  - Armante on Genesee – tabled; owner asked to provide arborist report
  - Snyder/Weeks on Genesee – approved on September 13

- Suzanne Miller on Genesee – Flagged tree could be SLI’s- Tom Kraft to inspect
- Myers on Hamline – approved on September 16
- Beman on Lakeview – approved on September 20
- Bateman on Durbin – three flagged dead ash trees on vacant lawn; will submit \$150 check

***Motion to approve to conditionally remove per inspection by  
Tom Kraft: Bill Schaefer / Second: Kris Schultz / All in favor***

- Maternowski on Janes – submitted permit for 12x16 gazebo

***Motion to approve gazebo placement: Brad Huber  
Second: Jim Kwiatkowski / All in favor***

- Taxes:

- 13 unpaid letters sent mid-August
- Second late letters will go out late September
- This is about the usual

- Waterfront – 4 unpaid; Courtesy calls soon

- Building permit received by Sue Walters; home replacement on Thompson. Kris has offered to accompany Sue to assist if needed. Brad offered an SLI letter of support to the town on SLI letterhead.

***Motion to approve to support variance and send letter: Kris Schultz  
Second: Tom Kraft / All in favor***

## COMMITTEE REPORTS:

### **Investments:** Kevin Colburn

- No change since the last meeting
- We will get the September 30, 2024 report in early November

### **Finance:** Kevin Colburn

Kevin will send a separate email with the budget and an explanation of the key assumptions in the budget

**Legal Affairs:** Kevin Colburn

Kevin discussed the tree permit policy with Devon. He sent an email to everyone with his reply.

**Spiritual Life:** Larry Beman

The Spiritual Life team met August 30 for review and planning. This is a summary of that meeting:

1. Review of the year
  - a. The worship services generally went well
  - b. The Celebration of Life was well received
2. Planning for next year
  - a. The theme for the year will be “Fruits of the Spirit”
  - b. Each week will feature a different “fruit.” A specific fruit of the week will be an addendum to the worship theme.
  - c. We will expand beyond Sunday morning
    - i. The fruit of the week will be announced
    - ii. The fruit will be featured at “Dessert on the Dock”
    - iii. We will explore working with Lisa Shiske to incorporate fruits into the children’s program
  - d. There will be a hot dog roast to begin and end the season
3. Budget
  - a. The budget total will remain at \$2,225.00
  - b. Included in the budget:
    - i. \$150.00 for speakers from the area
    - ii. \$175.00 for out-of-town speakers
    - iii. \$125.00 per Sunday for instrumentalist
    - iv. Money for refreshments
    - v. \$300.00 for the memorial service
    - vi. Up to \$300.00 to entertain guest speakers

4. Spiritual Life Team members: Larry Beman (coordinator), Barbara Bruce, Tom Kraft, Don Weaver, Joan Maddison, Suzanne Bristow, Jim Kwiatkowski, Julie Hoffner

**Silver Lake Association:** Peggy Phillips

Bioreactor project on Silver Lake has been delayed. For more information on this and other SLA news, go to their website at [silverlakeassociation-wny.org](http://silverlakeassociation-wny.org)

**Playground:** Peggy Phillips

Propose that we dissolve the playground committee since we have accomplished our goals. Any money or future money allocated for playground for maintenance and/or repairs etc. could fall under Grounds

**Children's Program:** Peggy Phillips

- Pumpkin Patch Festival - September 28, at 10:00am. This will start at the Burt Park gazebo and include a hayride around the Institute to the grove where children can pick out their pumpkins and enjoy apple cider and donuts. We will end up back at the gazebo where they can paint their pumpkins before taking them home. This will be the last of the children's programs for 2024.

**Programs:** Julie Hoffner - dogs

- Concerts:
  - Total attendance: 1,113
  - Donations: \$1,130
  - End of Season Donations: \$800
  - Cost to SLI: \$3,200
- Coffee House (2):
  - Total attendance: 110
  - Donations: \$143
  - Cost to SLI: \$500
- Saturday Specials (2):
  - Total attendance: 12

- Cost to SLI: \$300
- Quilting:
  - Total attendance: 82
  - Cost to SLI: \$100
  - Donation Receipt: \$8,000
- Art Show:
  - Artists: 8
  - Many lookers and buyers
- Bike Parade:
  - 50 children, many adults
  - Cost to SLI: \$200
- Wheels Parade:
  - Total attendance: 75
- Dessert on the Dock:
  - Total attendance: 160
  - 147 Adults, 13 Children

Arts Council of Wyoming County \$4,000 grant check received!

**Grounds Report (1 of 2):** Kris Schultz

- Hulme has been awarded the 2024 paving. They will also “fix” the sink hole on Lakeview. Paving will be scheduled immediately by Hulme.
- The 3935 Thompson Ave project is wrapping up. Thanks to our volunteer efforts and especially Derick. Thompson Avenue is back to being a walking path and is open for golf carts.

Board action requested:

- A post needs to be set at the large tree to prevent cars and trucks from using the right of way
- In light of the recent tree issues, I would recommend that we get a “fresh” review of our current handbook from our current insurance carrier and possibly from an independent attorney that specializes in limiting municipal liabilities, etc.

**Grounds Report (2 of 2):** Jill Knitter

- Trees - Many applications and requests from residents as well as two trees on the lakefront that need pruning or removal. Tom Kraft has the spreadsheet with the status of the tree permits. In addition, the Balcoms are requesting that the willow between their dock and Bob Murphy's be taken down. This tree needs to be evaluated.

**Lakefront:** Jill Knitter

- Boats to be out by the end of the last weekend of September
- Hoists coming out the first weekend of October

**Treasurer's Report:** Jill Knitter

General	\$153,048.64
SLE	13,907.59
Rental	8,005.18
Reserve	1,162.31
Epworth	<u>51.00</u>
Total	\$176,174.72

**Grants Committee:** Brad Huber

- CFA Grant: The Epworth Hall Grant/CFA project is underway. We are working with the grant agent to accept the new bid from Lake Country for the gutters, which will likely cost \$9,000 more than hoped. No work is scheduled yet, but we hope to get the gutters replaced before winter. We will request reimbursement from the grant agency for the downspout tie-ins along with the gutters when the work is completed. There is some concern about the attachment method which we are working through currently. The Epworth masonry work is waiting for the architectural plan and specifications, which are waiting for the interviews and selection, which are waiting for the Board and grant agent/SHPO approval. We hope to receive the full architectural plan in early December, which might cost about \$11,000. We will then collect new bids (based on the new architectural

plan) from three masons, and then have the work done in the spring. The cost for all of this should fall well below the estimate in the grant application. We plan to request reimbursement from the grant agency for the architectural plan as soon as all of their invoices are received, and then request reimbursement for the masonry work when it is completed.

- New Grant Opportunity: Rosie and I will attend the Western NY Foundation meeting that Kevin suggested. They might offer free Board Consulting.
- DASNY: Letters have been mailed to Governor Hochul, and new letters will be provided at this Board meeting to sign, to continue our push for the DASNY funds. The wording of this grant is "Roof Reconstruction & Building Improvements". The Board might want to be prepared to answer the question "what building improvements?" if DASNY or Senator Borrello happens to ask. Maybe plumbing and renovated bathrooms?

#### **History & Preservation:** Sharon Pratt and Brad Huber

- Historic District Expansion: The H&P team launched the historic district expansion work with a stakeholder kickoff meeting on 9/10. Megan Klem from Landmark Society presented on the work ahead and answered questions. The decision was made to push the public meeting to the early summer instead of this in order to increase attendance. Megan will be visiting in the near future to photograph cottage exteriors. The next step is to provide Megan with an address list of all SLI properties.
- Wood Window Workshop: All windows are back in frames thanks to Derrick and Joe. The Easter Face of the building is now complete, and three extra sash were addressed on the South Face. Stacy should be reaching out to Craig to request materials reimbursement of \$1,700 as previously approved.

#### **Long Range Planning:** Bob Cook and Tom Kraft

Board action requested:

- Kevin approached me about continuing the capital campaign which has not been followed up on in recent years. I would suggest we have several speakers at the cottage owners' meeting next year relating on what has been done primarily at Epworth and what needs to be done and costs. Forms could be

handed out with instructions on how to contribute. Would also suggest this be followed up with a mailing. I would be glad to head this up but input from the Board is needed.

**Rules Committee:** Tom Kraft

After three years, the rules committee has fulfilled its original design to: review our rules, 2) communicate our rules to the residents, 3) set up a process to enforce our rules.

Our recommendation to the Trustees is that we continue as a committee with the purpose of reviewing rules as the need arises. Our expectation is that we will likely meet once a year unless a significant concern arises.

We recommend that the committee be limited to five to seven members to facilitate discussions.

Recommended rule changes:

**Current**

2.3.0 QUIET

2.3.1 Quiet shall be maintained near places where religious or educational programs or business meetings of the Institute are being held.

2.3.2 Quiet shall be maintained daily from 11:00 P.M. to 8:00 A.M.

**Recommended**

2.3.0 QUIET

2.3.1 Quiet shall be maintained near places where religious or educational programs or business meetings of the Institute are being held.

2.3.2 Quiet shall be maintained daily from 11:00 P.M. to 8:00 A.M. Sounds above 45 decibels is considered to be excessive.

Prolonged daytime sounds above 70 decibels is considered excessive.

Rational Quiet is not defined in our rules.

Examples of common sounds:

Lawn mower 65-95; Shouting 85; Leaf blower 110.

Each increase of ten is an increase of ten magnitude.

Car horn 110; Motorcycle 95-110; Vacuum cleaner 60-85; Drums 90-130; Portable generators 70-80



***Motion to approve night noise to not need exceed 45 decibels: Tom Kraft***

***Second: Kris Schultz / All in favor***

### **Current trees**

3.1.10 The removal of trees over ten (10) feet tall within the confines of the Silver Lake Institute, including leased waterfront spaces, is prohibited except by permit of the Board of Trustees. A permit shall be issued for any one (1) or more of the following reasons: (a) a tree that is damaged or diseased (b) a tree that is interfering with approved construction (c) a tree that is too close to another for proper growth (d) a tree that is causing damage or potential damage by being too close to structure.

3.1.11 The planting of a tree or shrub on private property so as to extend beyond the property lines is prohibited. The planting of trees or shrubs that would hinder another resident's view of the lake is prohibited.

### **Recommended**

3.1.10 The removal of trees over ten (10) feet tall within the confines of the Silver Lake Institute, including leased waterfront spaces, requires a permit from the Board of Trustees. A permit shall be issued for any one (1) or more of the following reasons:

(a) a tree that is damaged or diseased

(b) a tree that is interfering with approved construction

(c) a tree that is too close to another for proper growth

(d) a tree that is causing damage or potential damage by being too close to structure.

If a homeowner wishes to remove a tree that does not meet the above criteria, the Board requires a report from an arborist as to why the tree should be removed.

To maintain a healthy tree population the homeowner is required to plant a replacement tree for every tree removed, or contribute \$50 for a tree removed for a-d above, or \$150 for removing a healthy tree. (One member proposed this should be \$1500 for a healthy tree.)

3.1.11 The planting of a tree or shrub on private property so as to extend beyond the property lines is prohibited.

3.1.12 Trimming of trees shall not exceed 30% of the trees branches

***Motion to approve trimming of trees to not exceed 30%: Tom Kraft***

***Second: Kris Schultz / All in favor***

### **Rational**

We are concerned our current policy leaves the Institute open to liability if we deny a request for the removal of a tree and the tree falls and does damage or hurts

someone. We wish to make the process difficult for removing healthy trees, but not prohibitive. We also wish to make certain we have a policy that facilitates replacement of trees.

We removed the provision under 3.1.11 about trees blocking someone's view of the lake because it would mean it would be almost impossible to plant a tree between the lake and Perry Avenue.

***Motion to remove provision under 3.1.11 about trees blocking someone's view of the lake: Tom Kraft / Second: Kris Schultz / All in favor***

## **Rentals**

We had a limited discussion about renting our property and buildings. While the committee is open to a discussion about this issue, we recommend the Trustees appoint a separate Committee to work through the questions and concerns surrounding this issue. It is a large issue by virtue of just some of the questions we discerned and we believe our Committee should be concentrated on questions raised about our current rules. We would be interested in discussing and commenting on the findings of a Rental policy committee before it goes before the Board.

Some Rental questions:

- how much do we charged?
- how do we give precedence to residents?
- how do we protect times for Institute programs?
- who is doing clean-up?
- who will be the on-site person for each event?
- who are we comfortable renting to?
- what buildings or spaces are we comfortable renting?
- where will the money go?
- what code issues need to be addressed if we rent our buildings?
- is there a "season" for renting our spaces?
- what are our liability risks?
- what about alcohol use?
- what disruptions or problems do we see rentals causing our community?
- who will handle the paperwork, contacts, phone calls?

Board action: Formation of new committee, Building Advisory Board. Members needed to discuss/form process and structure for the rental of Epworth and other SLI buildings over the winter months.

**Communication Committee:** Colleen Christmann and Jeanne Owens

- The re-purposed Methodist sign has been converted to the Institute Information sign and is now complete and installed at the corner of Perry Road and Genesee Avenue. A Big Thank you to Brad Huber for his many hours of labor to see this project come to completion. Thank you to Derrick and Joe for digging the post holes. Also, thank you to Lisa Schiske and Peggy Phillips for beautifying the sign with a flower box and mums. The Information sign cabinet will have a combo lock. Committee Chairs are asked to see a member of the Communications Committee for the combination when they want to place a flyer in the cabinet. Two metal mail boxes will be attached to the sides for people to take away a flyer.
- The Appreciation Dinner was a great success with 69 volunteers attending. Thank you to Sue Russell and her Asburyteam for a delicious meal.

**Hoag:** Jim Kwiatkowski

- Received low bid of \$5,200 by Riverside Masonry to repoint and clean brick and foundation
- Received low bid of \$6,850 by Howie Ellis to paint/caulk/glaze the building

Board action requested:

- Need funding for these projects:
  1. Funded in the 2025 budget
  2. Funded through grants "

**Stoody:** Bill and Kathy Schaefer, Linda Mairs

Stoody has been a gem this summer. Between Saturday morning cafes, coffee house concerts, family gatherings, and most recently a community potluck dinner where 60-70 residents attended, Stoody got plenty of use. Donations for the cafe more than covered our expenses. Great season!

## **Silver Lake Experience:** Kathy Schaefer

Hopefully we will have a financial report by this Thursday. Sue Russell is working hard tying up loose ends. SLE will be in the black - it's a matter of how much.

## **Epworth:** Kris Schultz for SLI Board

- Pro-Form Gutters has not responded to calls, emails or a letter. Registered letters are being sent to Pro-form Gutter to terminate contract. We are moving to a new installer. Lake Country Gutters currently has provided us with an estimate. We are open to other bids if provided immediately.
- A request for proposal (RFP) has been sent to several architectural firms for interest in bidding to supply plans and specification for the Phase 2 work. The Phase 2 work is mostly the masonry work for the ground floor. Two firms have expressed interest. A zoom interview with each architect will be scheduled in the near future, as required by our grant provider.
- Any Board Members interested in attending the zoom meeting should notify me. Once the architect has been chosen, we will follow this general outline.
  - Provide the Phase 2 plan showing the improvement areas with a description of the masonry work needed to the architects for bidding
  - Solicit and collect bids from registered architects for the preparation of the Phase II renovation plans and specification for the masonry work. Bids to include price, timetable for payments and timeframe for completion of the design plan and specs.
  - Interview and select architect
  - Review and approve plans and specifications provided by architect
  - Submit the stamped plans and specification to the grant provider for review and approval
  - Submit approved plans to masonry contractors for detailed bids, to include price, payment terms and timeframe for completion
  - Award the contract to mason and schedule a pre-construction meeting

## **OTHER BUSINESS:**

- Aaron McConnell appointed SLA Committee chairperson

- Suspend Playground Committee; will be absorbed by Grounds Committee
- Merge the Children's Program Committee with Program Committee
- Updates on the tree situation – Tom shared updates on current rules. Board discussion including tree species replacements: red oak, red maple, hickory. Tom to write up ideas in an email for tweaking then to final vote
- Review and approval of 2024-2025 budget will wait until October meeting

***Motion to adjourn to Executive Session: Kris Schultz***  
***Second: Colleen Christmann • All in favor @ 11:15am***